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WAR DEPARTMENT

BASIC FIELD MANUAL



INTERIOR GUARD DUTY

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CHANGES]
No. 1 }

WAR DEPARTMENT,
WASHINGTON, January 16, 1942.

FM 26-5, January 2, 1940, is changed as follows:

■ 27. REGULATIONS RELATING TO GENERAL ORDERS.

* * * * *

i. No. 10—To salute all officers and all colors and standards not cased.—(1) Sentinels and other members of the guard render salutes as prescribed in FM 21-50, with the following exceptions:

* * * * *

(c) In garrison, sentinels posted with the rifle salute by presenting arms.

* * * * *

[A. G. 062.11 (3-20-41) (4-17-41).] (C 1, Jan. 16, 1942.)

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

E. S. ADAMS,
Major General,
The Adjutant General.

*These changes supersede section III, Training Circular No. 21, and paragraph 3, section III, Training Circular No. 37, War Department, 1941.

FM 26-5

BASIC FIELD MANUAL



INTERIOR GUARD DUTY

**Prepared under direction of the
Chief of Infantry**



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WAR DEPARTMENT,
WASHINGTON, January 2, 1940.

FM 26-5, Basic Field Manual, Interior Guard Duty, is published for the information and guidance of all concerned.

(A. G. 062.11 (8-18-39).)

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

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Major General,
The Adjutant General.

TABLE OF CONTENTS

| | Paragraph | Page |
|---|-----------|------|
| CHAPTER 1. GENERAL. | | |
| Purpose | 1 | 1 |
| Definitions | 2 | 1 |
| How provided | 3 | 1 |
| Classification | 4 | 1 |
| Composition | 5 | 2 |
| General system | 6 | 2 |
| CHAPTER 2. MAIN GUARD. | | |
| Section I. General provisions. | | |
| Composition | 7 | 3 |
| Strength | 8 | 3 |
| Patrol element | 9 | 3 |
| Reserve element | 10 | 4 |
| Equipment of the guard | 11 | 4 |
| Section II. Duties of personnel. | | |
| Commanding officer | 12 | 4 |
| Officer of the day | 13 | 4 |
| Commander of the guard | 14 | 6 |
| Sergeant of the guard | 15 | 8 |
| Corporal of the guard | 16 | 9 |
| Buglers of the guard | 17 | 11 |
| Privates of the guard | 18 | 11 |
| Color sentinels | 19 | 12 |
| Section III. Formations. | | |
| General | 20 | 12 |
| When turned out | 21 | 12 |
| To form the guard | 22 | 12 |
| To turn out prisoners | 23 | 13 |
| To post reliefs | 24 | 13 |
| Section IV. Orders. | | |
| Classes | 25 | 14 |
| General orders | 26 | 14 |
| Regulations relating to general orders | 27 | 14 |
| CHAPTER 3. SPECIAL GUARDS. | | |
| Section I. General. | | |
| When detailed | 28 | 20 |
| Purpose | 29 | 20 |
| Section II. Stable guards. | | |
| Posts and duties | 30 | 20 |
| Troop stable guards | 31 | 21 |
| Herd guard | 32 | 21 |
| Noncommissioned officer of troop stable guard | 33 | 21 |
| Sentinels of troop stable guard | 34 | 22 |
| Section III. Park guards. | | |
| General | 35 | 23 |
| Posts and duties | 36 | 23 |
| Company park guards | 37 | 23 |
| Noncommissioned officers of the park guard | 38 | 23 |
| Sentinels of park guards | 39 | 24 |
| Section IV. Other special guards. | | |
| Posts | 40 | 25 |
| Duties | 41 | 25 |

TABLE OF CONTENTS

| | Paragraph | Page |
|---|-----------|--------------|
| CHAPTER 4. PRISONERS AND PRISONER GUARDS. | | |
| Rules governing prisoners..... | 42 | 26 |
| Confinement and release of prisoners..... | 43 | 26 |
| Prisoner guards..... | 44 | 26 |
| Sentinels on prisoner guard..... | 45 | 27 |
| CHAPTER 5. MISCELLANEOUS. | | |
| Civilian watchmen..... | 46 | 29 |
| Raising and lowering the flag..... | 47 | 29 |
| Saluting gun..... | 48 | 29 |
| Extra orders to commander of the guard..... | 49 | 29 |
| APPENDIX I. FORMAL AND INFORMAL GUARD MOUNT. | 1-4 | 30-39 |
| II. MOUNTED GUARD MOUNTING. | 1-2 | 40-46 |
| III. FIXED POST SYSTEM. | 1-3 | 47-49 |
| IV. DETAILS AND ROSTERS. | 1-3 | 50-54 |
| INDEX. | | 55-56 |

BASIC FIELD MANUAL

INTERIOR GUARD DUTY

(The matter contained herein supersedes Basic Field Manual, Volume VI, December 20, 1937.)

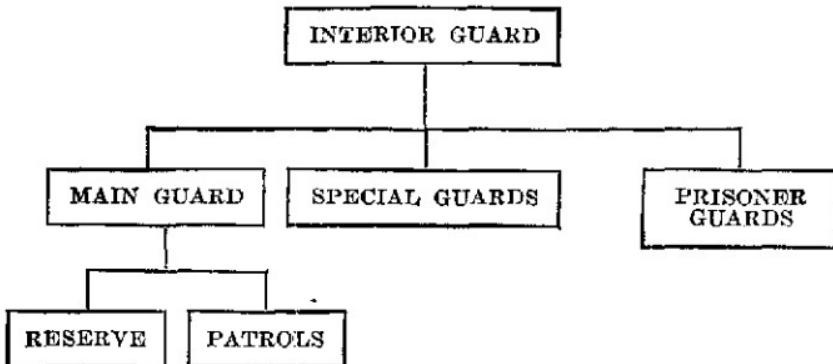
CHAPTER 1

GENERAL

- 1. PURPOSE.—
 - a. At all military posts, an interior guard will be detailed to provide for the safety and security of public property and buildings within the jurisdiction of the post.
 - b. Interior guards are used to preserve order, protect property, and enforce police regulations.
- 2. DEFINITIONS.—
 - a. Whenever the term *post*, other than in the sense of a sentinel's post, is used, it will be construed to include garrison, station, or camp.
 - b. Whenever the term *company* is used, it will be construed to include troop, battery, or similarly organized unit.
 - c. Whenever the term *guardhouse* is used, it will be construed to include guard tent or any other designated location for the guard.
 - d. The term *commanding officer* as used herein refers to the commanding officer of a post, camp, station, or garrison.
- 3. HOW PROVIDED.—Usually interior guards are provided by details from the troops of the unit, garrison, or post. Military police, when available, may be used to perform all or part of the interior guard duty.
- 4. CLASSIFICATION.—The various elements of an interior guard, classified according to their purposes and the manner in which they perform their duties, are as follows:
 - a. The main guard.
 - b. Special guards; stable guards, park guards, herd guards, train guards, boat guards, and other guards detailed for specific purposes.
 - c. Prisoner guards.

■ 5. COMPOSITION.—An interior guard will be composed of such personnel as the commanding officer may desire. However, in order that guard duty may not be needlessly irksome nor interfere with tactical instruction, the smallest possible number of men will be detailed for guard.

■ 6. GENERAL SYSTEM.—In general an interior guard will consist of a system of patrols. Regiments and separate commands will be charged with the interior guard of their own areas; the military police, if available, may be charged with the guard for the general area. (For military police regulations, see BFM, vol. IX.) In garrison, commanding officers may place interior guard duty under the provost marshal, attaching additional men to the military police for additional guard duty.



CHAPTER 2

MAIN GUARD

| | Paragraphs |
|------------------------------------|------------|
| SECTION I. General provisions..... | 7-11 |
| II. Duties of personnel..... | 12-19 |
| III. Formations..... | 20-24 |
| IV. Orders..... | 25-27 |

SECTION I

GENERAL PROVISIONS

- 7. COMPOSITION.—The main guard will be composed of two elements; patrols and a reserve.
- 8. STRENGTH.—The main guard will consist of one officer of the day for each regiment or separate command; one officer of the guard (if necessary); one sergeant of the guard (commander of the guard when there is no officer of the guard); and the necessary number of noncommissioned officers and privates for patrols. The number of sentinels on duty in the daytime ordinarily can be considerably reduced from the number required at night and on Sundays and holidays.
- 9. PATROL ELEMENT.—
 - a. The personnel for the patrols will be detailed semipermanently and will be of such strength as the commanding officer may direct. Certain key men may remain permanently on guard duty while the others may be changed after a period of time. Generally, patrols will consist of a single sentinel.
 - b. The patrols will if practicable be quartered together, generally at the guardhouse; and at the discretion of the local commanding officer will not ordinarily be required to remain in the vicinity of the guardhouse when not on post.
 - c. The daily tour for each patrol will ordinarily be for a period of from 6 to 8 hours. Each relief will be inspected before going on duty; but patrols will move directly to their posts from the guardhouse. One patrol relieves another by meeting at a particular point at a prearranged time.
 - d. Regulations for the detailed conduct of the patrol element of the guard will be published by the commanding officer to fit the local conditions of the post.

- 10. RESERVE ELEMENT.—A reserve of sufficient strength to meet the local conditions will be maintained at the guardhouse. The commanding officer will prescribe regulations for the strength and conduct of the reserve.
- 11. EQUIPMENT OF THE GUARD.—
 - a. Patrols will be armed and equipped commensurate with the needs of their particular duty; that is, with the rifle, pistol, shotgun, policeman's club (or combination thereof), whistle, etc.
 - b. Patrols will cover their posts on foot, mounted on animals, bicycles, motorcycles, or in motor transportation, as prescribed by the commanding officer. The widest possible use will be made of motor transportation.
 - c. The performance of duty of the patrols will be checked by time clocks, periodic telephone calls, or periodic reporting at the guardhouse in person, and by frequent inspections.
 - d. When practicable, a system of telephone communication will be provided.

SECTION II

DUTIES OF PERSONNEL

- 12. COMMANDING OFFICER.—
 - a. The commanding officer will detail a guard sufficient to provide for the adequate safety and security of public property and buildings within his jurisdiction. He will exact a vigilant performance of guard duty in all of its details, giving his orders to the officer of the day or causing them to be communicated to him. He will prescribe the necessary regulations for the guard.
 - b. The commanding officer or his representative each day receives the reports of the officers of the day at the time and place designated by him. He or his representative examines the guard report, then relieves the old officer of the day and gives the new officer of the day his instructions.
 - c. The commanding officer will exercise such personal supervision over the guardhouse and prisoners as to comply fully with the Articles of War and A. R. 600-355 and 600-375. He will specify the duties of the prison officer and of the commander of the guard with respect to prisoners and prescribe the necessary regulations for the control of prisoners.
- 13. OFFICER OF THE DAY.—
 - a. The officer of the day is responsible for the proper performance of duty by the main

guard and other guards when specifically directed. He is charged with the execution of all orders of the commanding officer relating to interior guard duty.

b. His actual tour begins when he receives the instructions of the commanding officer and ceases when he has been relieved by the same authority. The officer of the day is generally detailed daily.

c. In the absence of special instruction from the commanding officer, the officer of the day will inspect the guard and sentinels at such times during the day and night as he may consider necessary. He will visit them daily at least once between midnight and daylight.

d. He prescribes visits of inspection to be made by officers and noncommissioned officers of the guard whenever he considers it necessary.

e. In case of alarm of any kind, he will at once take steps to protect life and public property and to preserve order, using the guard for this purpose.

f. In the performance of his duties, he takes orders only from the commanding officer, except that in case of an alarm of any kind and at a time of great danger, the senior line officer present is competent to give necessary orders to the officer of the day for the employment of the guard.

g. The officer of the day verifies the count of prisoners and inspects the guardhouse and premises whenever he considers it necessary.

h. In the absence of special instructions, the officer of the day releases all garrison prisoners whose sentences expire that day. If there are prisoners with no record of charges against them, the officer of the day reports that fact to the commanding officer or his representative.

i. The officer of the day signs the report of the commander of the guard, entering thereon his remarks or comments. The guard report will be submitted daily to the commanding officer by the officer of the day.

j. The officers of the day report to the commanding officer or his representative as follows: On presenting themselves both salute. The old officer of the day standing on the right of the new then says, "Sir, I report as old officer of the day," and presents the guard report. As soon as the commanding

officer or his representative notifies the old officer of the day that he is relieved, the latter salutes and retires. The new officer of the day again salutes and says, "Sir, I report as new officer of the day." After receiving his instructions he salutes and retires.

k. The officer of the day keeps the guard informed as to where he may be found at any time.

■ **14. COMMANDER OF THE GUARD.—*a.*** The commander of the guard is responsible for the instruction, discipline, and performance of duty of the guard.

b. He receives and obeys the orders of the commanding officer and officer of the day, and reports to the last named all orders to the guard not received from him. He transmits to his successor all instructions and information relating to his duties. He will see that all members of the guard are correctly instructed in their orders and duties and that they understand and properly perform them. He questions his noncommissioned officers and sentinels relative to the instructions they may have received. He will see that patrols properly perform their duties and that visits of inspection as directed by the officer of the day are made. He will see that the special orders for each post and member of the guard are posted in the guardhouse.

c. The commander of the guard will inspect the guard at such times as may be necessary to assure himself that the men are in proper condition to perform their duties and that their arms and equipment are in proper condition. For inspection by other officers he will prepare the guard in each case as directed by the inspecting officer. He will visit each relief daily while it is on post as often as prescribed by higher authority. At least one of these daily visits will be made between midnight and daylight. He will inspect the guard-rooms and cells and the irons of prisoners who are handcuffed or shackled at least once each day and at such other times as he may consider necessary. Where there is no prison officer, he will inspect the meals sent to the guardhouse or prepared therein, and will see that quarters are kept properly policed.

d. A commander of the guard leaving the guardhouse for any reason will inform the next in command of his destin-

tion and probable time of return. Except in emergencies, the commander of the guard may divide the night with the next in command, but retains his responsibility. The one on watch must be constantly on the alert.

e. When an alarm is raised, the guard will be formed as soon as practicable. If the case is serious, the proper call will be sounded and the commander of the guard will cause the commanding officer and the officer of the day to be notified at once.

f. The commander of the guard will see that proper calls are sounded at the hours prescribed by the commanding officer.

g. He will cause the details for raising and lowering the flag at reveille and retreat and the detail for firing the saluting gun to be made in time for the proper performance of these duties. (See pars. 47 and 48.) He will see that the flags are kept in the best possible condition and that they are never handled except in the performance of duty. When flags are not in a serviceable condition, he will report that fact to the officer of the day.

h. He will see that all sentinels are relieved at the proper time.

i. He will permit members of the guard, except the reserve, to leave the guardhouse when not on post, unless otherwise ordered.

j. The commander of the guard will detain at the guardhouse all suspicious looking persons or parties moving about without authority. He will report the circumstances to the officer of the day who will decide what action is to be taken. (See pars. 15 k and 16 l.)

k. He is responsible for the security of the prisoners under charge of the guard. When any person is sent to the guardhouse for confinement, the commander of the guard will cause him to be searched for any unauthorized articles in his possession. He will report the fact of confinement to the officer of the day. Immediately before each relief goes on post, the commander of the guard causes the corporals of the old and new reliefs to verify together the number of prisoners who should then be in the guardhouse. He sees that the sentences of prisoners under his charge are strictly executed. He reports to the officer of the day all cases of prisoners

whose terms of sentence expire on that day, and also all cases of prisoners concerning whom no statements of charges have been received. (See A. W. 71, 72, and 73 and AR 600-375.)

i. He will prepare the guard report and present it daily to the officer of the day. (See AR 345-40.)

■ 15. SERGEANT OF THE GUARD.—*a.* The senior noncommissioned officer of the guard, whatever his grade, will officially be known as the sergeant of the guard. If there is no officer of the guard, he will perform the duties prescribed for the commander of the guard.

b. The sergeant of the guard will have general supervision over the other noncommissioned officers, buglers, and privates of the guard, and must be familiar with all of their orders and duties.

c. He is responsible for the property under charge of the guard and will see that it is properly cared for. If it is not, he will immediately report the facts to the commander of the guard. He will list all articles taken out by working parties and see that such articles are returned in good condition unless they are issued and cared for by the prison officer or similar authority.

d. He will prepare duplicate lists daily of the names of the noncommissioned officers, buglers, and privates of the guard, showing the reliefs and posts or duties of each. One list is given to the commander of the guard and the other retained by himself.

e. He will see that all reliefs are turned out at the proper time and that the corporals thoroughly understand and are prompt and efficient in the discharge of their duties.

f. He will make such inspections and see that the other noncommissioned officers of the guard make such inspections and patrols as may be prescribed by superior authority.

g. During the temporary absence from the guardhouse of the sergeant of the guard the next ranking noncommissioned officer will perform his duties.

h. Should the corporal whose relief is on post be called away from the guardhouse, the sergeant of the guard will temporarily take his place or designate another noncommissioned officer to do so. (See par. 16 *f.*)

i. The sergeant of the guard is responsible for the proper police of the guardhouse, including the grounds around it.

j. He will go to the adjutant's or other office for the guard report book as directed by the commanding officer.

k. He will report to the officer of the guard or, when there is none, to the officer of the day, any suspicious or unusual occurrence that comes under his notice and notify him of all persons arrested by the guard.

l. The sergeant of the guard has direct charge of the prisoners except during such times as they are under the charge of the prisoner guard, and is responsible to the commander of the guard for their security.

m. He will keep the keys of the guardroom and cells in his personal possession while at the guardhouse. (See par. 23 b.) Should he leave the guardhouse for any purpose he will turn the keys over to the noncommissioned officer who takes his place.

n. He will count the knives, forks, and other utensils given to the prisoners with their food and see that none of these articles remain in their possession. He will see that no unauthorized articles are conveyed to the prisoners. (See AR 600-375.)

o. He forms the guard whenever a formation is necessary.

■ 16. CORPORAL OF THE GUARD.—a. A corporal of the guard receives and obeys orders only from the commanding officer, officer of the day, officers of the guard, and noncommissioned officers of the guard senior to himself.

b. The corporals will assign the members of their respective reliefs to posts by number. Such assignment will not be changed except by direction of the commander of the guard or higher authority.

c. Each corporal will make a list daily of the members of his relief, including himself. This list will show the number of the relief, the post to which each member is assigned, and his name and organization. The list will be made in duplicate; one copy will be given to the sergeant of the guard and the other retained by himself.

d. It is the duty of the corporal of the guard to instruct the members of his relief regarding their orders and duties. Each corporal will thoroughly acquaint himself with the special orders of every sentinel of his relief and see that each understands such orders.

e. He will at once report to the commander of the guard any violation of regulations or any unusual occurrence which is reported to him by a sentinel or which comes to his notice.

f. There will be at least one noncommissioned officer constantly on the alert at the guardhouse, usually the corporal whose relief is on post. This noncommissioned officer will take post near the entrance of the guardhouse and will not fall in with the guard when it is formed. He will have his rifle or other prescribed arm constantly with him. Whenever it becomes necessary for the corporal to leave his post near the entrance of the guardhouse, he will notify the sergeant of the guard, who will at once take his place or designate another noncommissioned officer to do so. He will see that no person enters the guardhouse without authority.

g. Should any sentinel call for the corporal of the guard by telephone or other means, he will go at once to such sentinel.

h. Should the guard be turned out, each corporal will call his own relief and cause its members to fall in promptly. Tents or bunks in the same vicinity are designated for the reliefs so that all members of each relief may be found and turned out by the corporal in the shortest time and with least confusion.

i. He will wake the corporal whose relief is next on post in time for the latter to verify the prisoners, form his relief, and post it at the proper hour. The relief is formed and posted as prescribed in paragraph 24 a.

j. During the time for challenging, the corporal of the guard will challenge all suspicious looking persons or parties he may observe. He will advance such persons or parties in the same manner as do sentinels on post. (See par. 27 j.)

k. The corporal will examine persons or parties halted and detained by a sentinel. If he is doubtful of their authority to be there, he will conduct them to the commander of the guard.

l. On a military reservation or in a post, the corporal of the guard will arrest all suspicious looking persons, disturbers of the peace, and persons taken in the act of committing crime against the Government. Persons arrested by the corporal of the guard or by sentinels will be conducted at once to the commander of the guard by the corporal.

■ 17. BUGLERS OF THE GUARD.—*a.* As many buglers of the guard will be detailed as the commanding officer may direct.

b. The buglers of the guard will remain at the guardhouse during their tour unless otherwise directed by the commanding officer.

c. The buglers of the guard sound calls as prescribed by the commanding officer.

■ 18. PRIVATES OF THE GUARD.—*a.* Privates are assigned to reliefs by the commander of the guard and to posts by the corporal of their relief. Privates are not changed from one relief to another except by proper authority.

b. Privates of the guard must be familiar with the general orders for sentinels and with special orders applying to their particular posts.

c. No. 1 at the guardhouse is directly charged with guarding the prisoners except when they have been turned over to the prisoner guard. When there are no prisoners in the guardhouse the sentinel for No. 1 post will not walk post unless so required by the commanding officer. At such times he will remain on the alert at the main entrance to the guardhouse. The orders that apply to his post are:

(1) *He will allow no prisoners to escape.*

(2) *He will allow no prisoners to cross his post from the guardhouse except when passed by an officer or noncommissioned officer of the guard.*

(3) *He will allow no one to communicate with prisoners without authority from a superior from whom he receives orders.*

(4) *He will promptly report to the corporal of the guard any suspicious noise made by the prisoners.*

(5) *Whenever prisoners are brought to his post he will halt them and call, "Corporal of the guard (so many) prisoners."*

(6) *He will not allow prisoners to pass into the guardhouse until the corporal of the guard has responded to the call and ordered him to do so.*

(7) *He will challenge any person or party in the same manner as other sentinels.*

(8) *In case of fire or disorder or the presence of suspicious or disorderly persons in the vicinity of his post, he will call*

the corporal of the guard and report the facts to him. (See par. 16 L.)

d. After relief, each member not at once required for duty will place his rifle, if so armed, in the arm rack or stack and will not remove it therefrom unless required in the performance of some duty.

■ 19. COLOR SENTINELS.—Guards may be furnished for the colors when unfurled and posted out of doors. For this purpose, guards are detailed and governed by the same regulations as apply to other members of the main guard.

SECTION III FORMATIONS

■ 20. GENERAL.—*a.* At all formations the guard forms under arms.

b. Members of the guard, or reliefs upon forming, execute INSPECTION ARMS as prescribed in regulations.

■ 21. WHEN TURNED OUT.—*a.* The guard is never turned out as a compliment.

b. Formal inspections may be prescribed periodically, at which all members of the guard, except those on post or specifically, excused, will be present.

■ 22. TO FORM THE GUARD.—*a.* When directed to turn out, the guard is formed and the inspection is conducted as prescribed in regulations for inspection of a company or platoon.

b. The post of the senior noncommissioned officer, if commander of the guard, is the same as in the case of an officer. If not commander of the guard, it is in the line of file closers and in rear of the right file of the guard. The next in rank is right guide, the next left guide, the others in the line of file closers, each corporal being usually in rear of his relief. The buglers are three paces to the right of the guard. The reliefs form in numerical order from right to left.

c. At night the roll may be called by reliefs and numbers instead of names. Thus, the first relief being on post: *Second relief, corporal; No. 1; No. 2; etc. Third relief, corporal; No. 1; No. 2; etc.*

d. If the sergeant is also commander, he forms the guard as sergeant of the guard and then takes post and proceeds as commander of the guard.

■ 23. To TURN OUT PRISONERS.—*a.* Prisoners, when turned out with the guard, are placed in line in an interval in its center, under the direction of the sergeant of the guard.

b. The sergeant immediately before forming the guard will turn over his keys to the noncommissioned officer at the guardhouse. The guard having been formed to receive the prisoners, the doors of the guardroom and cells are then opened by the noncommissioned officer having the keys. The prisoners file out under the supervision of the sergeant, the noncommissioned officer having the keys, the sentinel on duty at the guardhouse, and such other sentinels as may be necessary. They form in line in the interval made in the guard.

c. The prisoners, under the same supervision as before, return to their proper rooms or cells.

■ 24. To POST RELIEFS.—*a.* (1) At an appropriate time before sentinels are due to go on post, the corporal assembles them, checks their appearance, fitness for duty, condition of arms if carried, issues ammunition if required, and assures himself that they understand their instructions. When the relief is large, it may be more convenient to form the relief, call the roll, and inspect the sentinels in ranks. The corporal then reports to the commander of the guard that his relief is ready to be posted, or if directed, sends the sentinels to their posts without so reporting. The corporal sends his sentinels to their posts by the direct order, "Private A, Private B, take your posts," or if the roll has been called, "Take your posts." Each sentinel will then proceed to his post. One sentinel relieves another by meeting at a particular point at a prearranged time. The sentinel on post at the expiration of his tour will remain on post within view of the prearranged relieving point and when relieved by the new sentinel he will proceed directly to the guardhouse and report to the corporal of the old relief. The last sentinel on duty on a night post will proceed directly to the guardhouse at a designated time. If the relief was posted with arms loaded, the corporal of the old relief will see that no cartridges are left in the chambers or magazines before dismissing the members of the old relief. The same rule applies to prisoner guard.

(2) The corporal writes down the names of the sentries, the number of their posts, the time and date he directed them to

their posts, and the time they report back upon being relieved. This record is kept on file by the commander of the guard.

b. Sentinels mounted on horses, bicycles, motorcycles, and in small cars are posted and relieved in accordance with the same principles.

SECTION IV

ORDERS

■ 25. CLASSES.—Orders for sentinels are of two classes: general orders and special orders. General orders apply to all sentinels; special orders relate to particular posts and duties.

■ 26. GENERAL ORDERS.—All sentinels are required to familiarize themselves with the following general orders:

1. *To take charge of this post and all Government property in view.*
2. *To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.*
3. *To report all violations of orders I am instructed to enforce.*
4. *To repeat all calls from posts more distant from the guardhouse than my own.*
5. *To quit my post only when properly relieved.*
6. *To receive, obey, and pass on to the sentinel who relieves me all orders from the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only.*
7. *To talk to no one except in line of duty.*
8. *To give the alarm in case of fire or disorder.*
9. *To call the corporal of the guard in any case not covered by instructions.*
10. *To salute all officers and all colors and standards not cased.*
11. *To be especially watchful at night and, during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.*

■ 27. REGULATIONS RELATING TO GENERAL ORDERS.—a. No. 1—*To take charge of this post and all Government property in view.*—(1) All persons of whatever rank in the service are

required to respect members of the guard in the performance of their duties.

(2) A sentinel will report immediately to the corporal of the guard by telephone or other means every unusual or suspicious occurrence noted.

(3) He will arrest all suspicious-looking persons and all parties involved in a disorder occurring on or near his post. He will turn over to the corporal of the guard all persons arrested.

(4) The number, limits, and extent of his post will constitute part of the special orders of a sentinel. The limits of his post will be so defined as to include every place to which he is required to go in the performance of his duties.

b. No. 2—*To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.*—A sentinel is not required to patrol his post in any prescribed manner, but he must be constantly alert observing everything that takes place within his sight or hearing.

c. No. 3—*To report all violations of orders I am instructed to enforce.*—A sentinel will report a violation of orders at the first opportunity. He will arrest the offender if necessary.

d. No. 4—*To repeat all calls from posts more distant from the guardhouse than my own.*—To call the corporal of the guard for any purpose other than fire or disorder (*h* below), a sentinel will call, "Corporal of the guard No. ____."

e. No. 5—*To quit my post only when properly relieved.*—(1) If relief becomes necessary by reason of sickness or other cause, a sentinel will call, "Corporal of the guard, No. _____ relief", or communicate by telephone or other means with the corporal of his relief. If there is but one relief, he will leave his post at the proper time, return to the guardhouse, and report to the corporal of his relief.

(2) Sentinels will leave their posts for meals as specifically directed by the commanding officer. If a sentinel is not relieved by the new sentinel at the expiration of his tour, the old sentinel will not abandon his post but will communicate with the corporal of his relief by telephone or other means and comply with the instructions received.

f. No. 6—*To receive, obey, and pass on to the sentinel who relieves me, all orders from the commanding officer, officer*

of the day, and officers and noncommissioned officers of the guard only.—(1) During his tour of duty, a sentinel is subject to the orders of the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only; but any officer is authorized to investigate apparent violations of regulations by members of the guard.

(2) A sentinel will quit his piece only on an explicit order from a person from whom he lawfully receives orders while on post. Unless necessity therefor exists, no person will require a sentinel to quit his piece or even require it to be inspected.

g. No. 7—To talk to no one except in line of duty.—When persons make proper inquiries of a sentinel, courteous answers should be given. When challenging or holding conversation with any person, a dismounted sentinel armed with a rifle will take the position of PORT ARMS. At night a dismounted sentinel armed with a pistol takes the position of RAISE PISTOL in challenging or holding conversation. A mounted sentinel does not ordinarily draw his weapon in the daytime when challenging or holding conversation. At night in challenging or holding conversation he takes the position of RAISE PISTOL.

h. No. 8—To give the alarm in case of fire or disorder.—In case of fire, the sentinel will immediately call, "Fire No. —," and give an alarm or make certain that an alarm has already been given. He will then take the necessary action to direct the responding fire apparatus to the fire. If possible, the sentinel will extinguish the fire. As soon as practicable, the sentinel will notify the guardhouse of his action by telephone or other means. Sentinels shall immediately transmit to the guardhouse by telephone or other means information of any disorder and will take proper police action with regard thereto. If necessary, the sentinel will call, "The guard, No. —." In either case, if the danger is great, he will discharge his piece three times in rapid succession before calling. In time of war, sentinels will give warning of air and gas attacks as directed by the commanding officer.

i. No. 10—To salute all officers and all colors and standards not cased.—(1) Sentinels and other members of the guard

render salutes as prescribed in AR 600-25, with the following exceptions:

(a) No salute is rendered to persons by a member of the guard who is engaged in the performance of a specific duty, the proper execution of which would prevent saluting.

(b) A mounted or dismounted sentinel armed with a pistol does not salute after challenging. He stands at RAISE PISTOL until the challenged party has passed.

(2) During the hours when challenging is prescribed the first salute is given as soon as the officer has been duly recognized and advanced.

(3) A sentinel in conversation with an officer will not interrupt the conversation to salute, but in case the officer salutes a senior the sentinel will also salute.

j. No. 11.—*To be especially watchful at night and, during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.*—(1) (a) During challenging hours, if a sentinel sees any person or party on or near his post, he will advance quickly along his post toward such person or party, and when within about 30 paces will challenge sharply, "HALT! WHO IS THERE?" The sentinel ordinarily continues to advance while challenging but he may halt if circumstances require. After challenging, he places himself in the most advantageous position from which to pass or arrest the person or party. In selecting this position, the sentinel may require the challenged person or one of a party to advance toward him, or to remain halted, or to advance to a particular place, or to face toward the light, or to take whatever position necessary in order that he may most surely and promptly determine whether the person or party should be passed or turned over to the guard.

(b) If the person or party challenged is mounted or in a vehicle, the sentinel will proceed as when the person or party challenged is on foot. If necessary to the proper performance of his duty, he may cause one or all of a party to dismount.

(c) The sentinel will permit only one of a party to approach him for the purpose of being duly recognized.

(d) The sentinel must satisfy himself beyond a reasonable doubt that those challenged are what they represent them-

selves to be and have a right to pass. If he is not satisfied, he calls the corporal of the guard by nearest telephone or other means.

(e) When a party approaches, the sentinel, on receiving an answer that indicates that the party is authorized to pass, will say, "Advance one to be recognized," and when that one has been recognized will then say, "Advance (so-and-so)," repeating the answer to his challenge. Thus, if the answer is "Patrol (friends, etc.)," the sentinel will say, "Advance one to be recognized," and when recognized he will say, "Advance patrol (friends, etc.)."

(f) If a person approaches alone, he will be directed to advance to be recognized and when recognized will be advanced as indicated above for one of a party. Thus, if the answer is, "Friend (officer of the day, etc.)," the sentinel will call, "Advance, friend (officer of the day, etc.), to be recognized." After recognition, the sentinel will say, "Advance, friend (officer of the day, etc.)."

(2) (a) If two or more persons or parties approach the sentinel's post from different directions at the same time, they will be challenged in turn and required to halt and remain halted until advanced.

(b) The senior is first advanced in accordance with the foregoing rules.

(c) If a person or party is already advanced and in conversation with a sentinel, the latter will challenge any other person or party that may approach. If the person or party challenged is senior to the one already on his post, the sentinel will advance the new person or others that may be challenged; otherwise the sentinel will advance no one until the senior leaves him. He will then advance only the senior of the remaining ones, and so on.

(d) The following order of rank governs a sentinel in advancing different persons or parties approaching his post: Commanding officer, officer of the day, officer of the guard, officers, patrols, relief, noncommissioned officers of the guard in order of rank, and friends.

(3) A sentinel must never allow himself to be surprised, nor permit two parties to advance upon him at the same time.

(4) Answers to a sentinel's challenge intended to confuse or mislead him are prohibited, but the use of such an answer as "Friend" is not to be understood as misleading, but as the usual answer made by officers or patrols when the purpose of their visit makes it desirable that their official capacity should not be announced.

(5) The commanding officer may limit challenging to suspicious looking persons.

CHAPTER 3

SPECIAL GUARDS

| | Paragraphs |
|--------------------------|------------|
| SECTION I. General | 28-29 |
| II. Stable guards | 30-34 |
| III. Park guards | 35-39 |
| IV. Other special guards | 40-41 |

SECTION I

GENERAL

- 28. WHEN DETAILED.—
 - a. Special guards are detailed when it is uneconomical or impracticable to guard property or an area by sentinels from the main guard.
 - b. Special guards are governed by the general principles set forth for the main guard unless circumstances make this impracticable.
 - c. In this chapter when the term *troop* is used, it will be construed to include any organization having stables.
- 29. PURPOSE.—Special guards are for the protection of animals, motors, buildings, forage, equipment, and supplies, and public property generally when not charged to the main guard. In addition, they enforce the special regulations in regard to stables, animals, parks, or other property being guarded.

SECTION II

STABLE GUARDS

- 30. POSTS AND DUTIES.—
 - a. Sentinels of the stable guard are posted at the stables, or, when the animals are kept outside, at the picket lines.
 - b. Neither the noncommissioned officer nor members of the stable guard will absent themselves from the immediate vicinity of the stables unless otherwise ordered.
 - c. When animals are herded, each troop will furnish its own herd guard.
 - d. Stable guards will not be employed for police and fatigue duties at the stables except in an emergency.

e. The instructions given for troop stable guard will be observed by the noncommissioned officers and sentinels of the main guard when in charge of the stables.

■ 31. TROOP STABLE GUARDS.—a. Troop stable guards are used in the field or when it is impracticable to guard the stables by sentinels from the main guard.

b. Troop stable guards are under the immediate control of their respective troop commanders. They will be posted in each stable or near the picket line and will consist of not less than one noncommissioned officer and three privates.

c. The troop stable guard attends stables with the rest of the troop and grooms its own animals, the sentinels being taken off post for that purpose.

■ 32. HERD GUARD.—The troop stable guard may be used as a herd guard during the daytime or when grazing is practicable.

■ 33. NONCOMMISSIONED OFFICER OF TROOP STABLE GUARD.—a. The noncommissioned officer receives orders from his troop commander to whom he reports immediately after posting his first relief. When relieved, he will turn over all orders to his successor. He will instruct his sentinels in their general and special duties; exercise general supervision over his entire guard; exact order and cleanliness about the guardroom; check the animals, equipment, and property for the protection of which he is responsible. Before relieving his predecessor, he will examine all locks, windows, and doors, and should any be found insecure, report that fact to his troop commander when he reports for orders. He will personally post and relieve each sentinel, taking care to verify the property responsibility of the sentinel who comes off post. He will see that the sentinel who goes on post is aware of the property responsibility that he assumes.

b. That the noncommissioned officer may have knowledge of his specific responsibility, all animals returning will be reported to him except those from a regular formation. He will then notify the sentinel on post of the number of animals. In the absence of the stable sergeant he will see that the animals are promptly cared for.

(1) He will promptly report to the troop commander any unusual occurrences and any abuse of animals or property.

(2) He will answer the sentinel's calls promptly.

(3) In case of fire, he will see that the requirements of paragraph 34 *d* are promptly carried out.

(4) Whenever it becomes necessary to leave his guard, he will designate a member of it to take charge and assume his responsibility during his absence.

c. Animals, vehicles, and other property for which the non-commissioned officer is responsible, will not be taken from the stables without the authority of the troop commander or higher authority.

■ 34. SENTINELS OF TROOP STABLE GUARD.—*a.* The sentinel is governed by the regulations for sentinels on interior guard duty.

b. The sentinel receives orders from the commanding officer, the troop commander (and officers and noncommissioned officer of the guard when the sentinel is part of the main guard), and the noncommissioned officer of the stable guard only.

c. (1) In the field, or when so directed by proper authority, the sentinel upon being posted will verify the number of animals for which he is responsible, and upon being relieved will give the number to his successor.

(2) The sentinel will not permit any animals or equipment to be taken from the stables except in the presence of the noncommissioned officer.

(3) Should an animal become loose, the sentinel will catch and retie it. If unable to catch it, he will at once notify the noncommissioned officer. In case an animal is cast or in any way entangled, he will relieve it if possible. If unable to do so, he will call the noncommissioned officer. Sentinels are forbidden to punish or maltreat an animal.

(4) When an animal is taken sick, the sentinel will notify the noncommissioned officer, who, in turn, will communicate the information to the stable sergeant. The latter will see that the animal is promptly attended to.

d. (1) In case of fire, the sentinel will give the alarm by stepping outside the stable, firing his rifle or pistol three times in rapid succession, and calling, "Fire, stable Troop ____."

(2) As soon as the guard is alarmed, he takes the necessary precautions by opening or closing doors to prevent the spreading of the fire and to make it possible to remove the animals.

He drops the chains and bars and with the other members of the guard leads the animals out and secures them at the picket line or such other place as may have been previously designated.

e. Sentinels over animals or guards in charge of prisoners working about stables or picket lines may receive orders from the stable sergeant insofar as the care of animals and the labor of prisoners are concerned.

f. In field artillery, machine-gun organizations, etc., the guard for the stables has charge of the guns, caissons, or carts with their ammunition and stores as well as the animals, harness, and forage.

SECTION III

PARK GUARDS

■ 35. GENERAL.—Motor parks and tank parks will ordinarily be guarded by elements of the main guard. When it is impracticable or uneconomical to guard the parks by sentinels of the main guard, special park guards will be posted when deemed necessary.

■ 36. POSTS AND DUTIES.—a. Sentinels when required are posted at the motor or tank park.

b. Neither the noncommissioned officer nor members of the park guard will absent themselves from the immediate vicinity of the park unless otherwise ordered.

c. Smoking in the motor park is prohibited. No fire or lights other than electric lights or authorized lanterns will be permitted in the park.

d. Park guards will not be employed for police and fatigue duties at the park except in an emergency.

e. The instructions given for the park guard will be observed by the noncommissioned officers and sentinels of the main guard when in charge of the motor or tank parks.

■ 37. COMPANY PARK GUARDS.—Company park guards are under the immediate control of their respective company commanders.

■ 38. NONCOMMISSIONED OFFICERS OF THE PARK GUARD.—a. The noncommissioned officer will receive orders from his company commander. When relieved he will turn over all

orders to his successor. He will instruct his sentinels in their general and special duties; exercise general supervision over his entire guard; exact order and cleanliness about the guardroom; check the motor vehicles, equipment, and property for the protection of which he is responsible. Immediately upon going on duty he will inspect his entire area for fire hazards and see that the keys are in the vehicles to permit their removal in case of fire. Before relieving his predecessor he will examine all locks, windows, and doors, and should any be found insecure, report that fact to his company commander when he reports for orders. He will personally post and relieve each sentinel, taking care to verify the property responsibility of the sentinel who comes off post. He will see that the sentinel who goes on post is aware of the property responsibility that he assumes.

b. That the noncommissioned officer may have knowledge of his specific responsibility, all vehicles returning will be reported to him except those from a regular formation. He will then notify the sentinel on post of the number of vehicles.

(1) He will promptly report to the company commander any unusual occurrence and any abuse of vehicles or property.

(2) He will answer the sentinel's calls promptly.

(3) In case of fire he will see that the requirements of paragraph 39 d are promptly carried out.

(4) He will not permit any vehicles or equipment to be taken from the park except by proper authority.

(5) Whenever it becomes necessary to leave his guard, he will designate a member of it to take charge and assume his responsibility during his absence.

■ 39. SENTINELS OF PARK GUARDS.—a. The sentinel is governed by the regulations for sentinels on main guard duty.

b. The sentinel will receive orders from the commanding officer, the company commander (the officer of the day and officers and noncommissioned officers of the guard when the sentinel is part of the main guard), and the noncommissioned officer of the park guard only.

c. In the field or when so directed by proper authority, the sentinel upon being posted will verify the number of motor vehicles for which he is responsible, and upon being relieved will give the number to his successor.

d. In case of fire, the sentinel will give the alarm by firing his rifle or pistol three times in rapid succession and will call, "Fire, park, Company ____." As soon as the guard is alarmed, he will take the necessary precautions by opening or closing doors to prevent the spreading of the fire and to make it possible to remove the vehicles. With the other members of the guard he will remove the vehicles from the park to a place of safety.

SECTION IV

OTHER SPECIAL GUARDS

- 40. POSTS.—Sentinels of train guards, boat guards, and other guards detailed as special guards are posted when it is impracticable to guard the areas or property involved by sentinels from the main guard.
- 41. DUTIES.—The duties of special guards will be prescribed by the commanding officer to fit the specific situation.

CHAPTER 4

PRISONERS AND PRISONER GUARDS

■ 42. RULES GOVERNING PRISONERS.—AR 600-375 contains the general provisions for the administration and control of prisoners. In general, the prison officer is responsible for the employment, management, and rehabilitation of prisoners; the commander of the guard for their safekeeping and enforcement of discipline.

■ 43. CONFINEMENT AND RELEASE OF PRISONERS.—*a.* A prisoner, after his first day of confinement and until his sentence has been duly promulgated, is considered as held in confinement by authority of the commanding officer. After promulgation of his sentence, the prisoner is held in confinement by authority of the officer who reviews the proceedings of the court awarding the sentence.

b. No general prisoner will be released from confinement except on an order communicated by the commanding officer. Garrison prisoners will be released as provided in paragraph 13 *h.*

■ 44. PRISONER GUARDS.—*a.* A guard over prisoners is detailed for the particular duty of guarding prisoners at work or otherwise outside of the prison or guardhouse. Members of the prisoner guard are normally detailed for a period of time in the same manner as members of the main guard. The number of sentinels detailed on prisoner guard will be kept to the minimum.

b. When no prisoner guard has been detailed, the commander of the guard is responsible for guarding the prisoners.

c. The commander of the guard is responsible for the security of prisoners not removed from the custody of the guard by proper authority.

d. The detail of a separate prisoner guard under a commander other than the commander of the main guard may be necessary when the number of prisoners is excessive, when prisoners are engaged on a work project at a considerable distance from the prison or guardhouse, or when prisoners

are being transferred to another station or otherwise removed from the immediate control of the post guard. The prison officer may be placed in command of said separate guard.

e. When prisoners are turned over to a separate guard, such guard is responsible for their safekeeping under its commander, and all responsibility of the main guard ceases until the prisoners are returned to the main guard.

f. Before taking over prisoners, the prisoner guard will be inspected by the commander of the guard who will see that all of the members of the prisoner guard are properly armed and equipped, conversant with their orders, and in condition to perform their duties.

g. The provost sergeant is the assistant to the prison officer for the employment and management of prisoners. He may also be detailed as sergeant of the prisoner guard and as such receives his orders from the commander of the prison guard.

■ 45. SENTINELS ON PRISON GUARD.—a. A sentinel on guard over prisoners is on post within the meaning of A. W. 86.

b. In the event of an outbreak, attempted escape, or any disorder, a sentinel over prisoners will take immediate action, using enough force to restore order or prevent escape. The force used in any case will be strictly limited to that which a person charged with the custody of prisoners reasonably believes to be necessary for the enforcement of duly authorized regulations and for the proper control of prisoners.

c. If a prisoner attempts to escape, the sentinel or any member of the prisoner guard or the main guard who sees him will call: HALT! If the prisoner fails to halt when the call has been once repeated, and if there is no other effective means for preventing his escape, the sentinel or member of the guard will fire at the prisoner.

d. A sentinel placed over prisoners to perform hard labor will receive specific and explicit instructions governing the required work from the sergeant of the guard or the provost sergeant. Sentinels are responsible that prisoners under their charge work diligently at the assigned task and properly and satisfactorily perform the designated work.

e. A sentinel placed over prisoners will strictly enforce the rules and regulations prescribed for the conduct and the proper control of prisoners.

f. Whenever he returns prisoners to the guardhouse a sentinel over prisoners will halt them and call, "No. 1 (so many) prisoners." He will not allow them to cross the post of the sentinel at the guardhouse until so directed by the corporal of the guard.

g. A prisoner under charge of a sentinel does not salute.

CHAPTER 5

MISCELLANEOUS

■ 46. CIVILIAN WATCHMEN.—Civilian watchmen will be used when authorized by competent authority. They will receive their orders and perform their duties as the commanding officer may direct.

■ 47. RAISING AND LOWERING THE FLAG.—*a.* Normally a detail consisting of one noncommissioned officer and two privates of the guard equipped with side arms or belts only raises or lowers the flag. The noncommissioned officer carrying the flag forms the detail in line, takes his post in the center, and marches it to the staff. The flag is then attached to the halyards and rapidly raised to the top of the staff. (See AR 260-10.) The halyards are fastened to the cleat on the staff and the detail marched to the guardhouse. When the flag is to be lowered, the halyards are loosened from the staff and made perfectly free. When lowered, the flag is neatly folded as prescribed in AR 260-10 and the halyards made fast. The detail is then re-formed and marched to the guardhouse where the flag is turned over to the commander of the guard.

b. The flag should always be raised or lowered from the leeward side of the staff, the halyards being held by two persons. The flag should not be allowed to touch the ground.

c. For occasions when the flag is raised and lowered see AR 600-25 and 600-30.

■ 48. SALUTING GUN.—The morning and evening salutes, and other salutes prescribed specifically by the commanding officer to be fired by the guard, will be fired by a suitable detachment of the guard. After firing, the gun is sponged out. For instructions concerning salutes to be fired with cannon and precautions to be taken, see AR 600-25 and TR 1370-B.

■ 49. EXTRA ORDERS TO COMMANDER OF THE GUARD.—All material instructions given to a member of the guard by an officer having authority to do so will be promptly communicated to the commander of the guard by the officer giving them.

APPENDIX I

FORMAL AND INFORMAL GUARD MOUNT

NOTE.—The following regulations serve as a guide where the commanding officer deems it necessary to establish a formal guard.

■ 1. GENERAL.—Guard mounting may be formal or informal and the uniform, arms, and equipment will be prescribed by the commanding officer.

■ 2. FORMAL GUARD MOUNTING.—*a.* Prior to *Assembly*, at the command of the first sergeant, the men going on guard fall in by detail on their company parade ground as prescribed for the squad with the noncommissioned officers on the right flank. The first sergeant verifies the detail, inspects it, replaces those who do not present a creditable appearance, turns the detail over to the senior noncommissioned officer, and retires. If there is no noncommissioned officer with the detail, the first sergeant turns the detail over to a noncommissioned officer of the company previously designated for the duty of marching the detail on guard. At the sounding of *Assembly*, the detail is reported to the senior noncommissioned officer of the guard at a previously designated place off the parade ground. The guard detail is assembled and formed into a platoon. The senior noncommissioned officers of the guard to be assigned posts as in *c (3)* below are formed as the rear rank in inverse order of rank from right to left. Remaining noncommissioned officers, if any, are formed on the left flank so as to equalize the number of men in each rank. After the platoon is formed, it is faced to the right. The band takes its place so that the left of its front rank is 12 paces to the right of the point where the right of the front rank of the guard is to be when formed. The adjutant signals to the band when *Adjutant's Call* is to be sounded.

b. Immediately following *Adjutant's Call* the band plays march music; the adjutant, with the sergeant major on his left, marches at the first note of march music from a position in front of the place where the center of the guard will be. The adjutant halts so as to take post 18 paces in front of and facing the center of the guard when formed. The

sergeant major continues 18 paces, moves by the left flank, halts 12 paces to the left of the front rank of the band and faces about. The guard, if armed with the rifle, is brought to the right shoulder at the first note of *Adjutant's Call* and marched in column in quick time to the parade ground by the senior noncommissioned officer. The post of the non-commissioned officer in command of the guard detail is 3 paces to the left and abreast of the center man of the left column of files. The guard is marched onto the parade ground from the left flank in column and sufficiently in rear of the line on which the guard is to form to permit the expeditious alinement of the guard. The guard detail is halted in rear of its position when the head of the column is abreast of the post of the sergeant major, and the band ceases to play. The commander of the guard detail, remaining at right shoulder (if armed with the rifle) executes **RIGHT FACE** and commands: 1. ORDER, 2. ARMS, 3. LEFT, 4. FACE. He then faces to the right in marching and proceeds to a position 1 pace to the left front of the left file of the front rank, executes **ABOUT FACE**, and places himself on line with the sergeant major and the front rank of the band. He then commands: 1. DRESS RIGHT, 2. DRESS. At the command DRESS, the right flank man of the front rank places the middle of his chest against the left arm of the sergeant major so as to cause the fronts of the two men to be perpendicular. The guard dresses on the line thus established. The guard alined, its commander commands: 1. READY, 2. FRONT, salutes, and then reports, "The guard is correct," or "____ privates or corporals absent." The sergeant major then returns the salute. The commander marches parallel to the front rank until 2 paces beyond the sergeant major, then marches by the right flank past the rear rank of the guard, then by the right flank to a point 1 pace beyond the left flank man of the rear rank, then by the right flank and halts on line with the rear rank and, if armed with the rifle, executes ORDER ARMS.

c. (1) When the guard has been reported, the sergeant major faces to the right, steps 2 paces to the front, faces to the left, and commands: COUNT OFF. If there are more than 14 men per rank, he divides the guard into two pla-

toons. For this purpose he leaves his post, proceeds to and designates the dividing line between platoons, and from this position commands: 1. SECOND PLATOON, 2. LEFT STEP, 3. MARCH, 4. PLATOON, 5. HALT. The command HALT is given at the proper time to insure an interval of 5 paces between platoons. He then passes completely around the guard and takes his post 3 paces in front and 2 paces to the right of the front rank and facing the point of rest. In passing around the guard, the sergeant major executes BY THE LEFT FLANK at every necessary turn. Upon taking his post he commands: 1. OPEN RANKS, 2. MARCH, and proceeds as in (2) below.

(2) The sergeant major alines the guard, whether consisting of one or two platoons, in a manner similar to that employed by a platoon leader in alining a platoon. After giving the command FRONT, he moves parallel to the front rank until opposite the center, executes BY THE RIGHT FLANK, and halts 6 paces in front of the adjutant, salutes and reports, "Sir, the guard is correct," or "Sir, —— sergeants, corporals, or privates absent." The adjutant returns the salute and directs the sergeant major, "Take your post," and draws saber. The sergeant major then faces about and moves by the right oblique directly to a point 3 paces beyond the left of the front rank, halts on the line of the front rank, and faces to the front. When the sergeant major leaves his post to report to the adjutant, the officer of the guard takes his post 6 paces in rear of the right rear rank man of the guard. When there is a junior officer of the guard, he takes post on the left of the senior officer of the guard. After the sergeant major has reported to the adjutant, the officer of the guard moves from the rear of the guard, passes around the right flank, and takes post, facing to the front 12 paces in front of the center of the guard and draws saber. If there is a junior officer of the guard, he moves with the senior officer of the guard and takes post, facing to the front, 6 paces in front of the center of the first platoon, and draws saber. If the guard has not been divided into platoons, the senior officer of the guard takes post, facing to the front, 6 paces in front of the center of the guard and draws saber, and the junior officer

of the guard (if there is one) takes post, facing to the front, 3 paces to the left of the senior and draws saber.

(3) The adjutant then commands: 1. OFFICER (OR OFFICERS, IF PRESENT) AND NONCOMMISSIONED OFFICERS, 2. FRONT AND CENTER, 3. MARCH. At the command CENTER, the officer or officers execute CARRY SABER and the noncommissioned officers face toward the right and execute RIGHT SHOULDER ARMS without further command. At the command MARCH, the officer or officers advance and halt, remaining at THE CARRY, 3 paces from the adjutant. In moving to the front and center, the junior officer of the guard (if there is one) marches forward with and takes position to the left of the senior. The noncommissioned officers moving in column, pass beyond the right flank of the guard and execute two COLUMN LEFT movements so as to form column on a line parallel to the front 3 paces in rear of the officer or officers of the guard. They halt and face to the front on the command of the senior noncommissioned officer. They remain at RIGHT SHOULDER. If there is no officer of the guard, the noncommissioned officers halt on a line and face to the front, 6 paces from the adjutant. When the officer or officers and noncommissioned officers have halted, the adjutant, remaining at CARRY SABER, passes along the front of each rank from the right and assigns the officers and noncommissioned officers according to rank as follows: Commander of the guard, leader of first platoon, leader of second platoon, guide of first platoon, guide of second platoon, right file rear rank first platoon, right file second rank first platoon, right file front rank first platoon; or if the guard is not divided into platoons, commander of the guard, junior officer of the guard (if present), guide, right file rear rank, right file second rank, right file front rank. If the guard has been divided into platoons, the junior officer of the guard (if present) is assigned as leader of first platoon.

(4) The adjutant then resumes his position in front of the guard and commands: 1. OFFICER (OR OFFICERS) AND NON-COMMISSIONED OFFICERS, 2. POSTS, 3. MARCH. At the command POSTS, all face about. At the command MARCH, they move by the most direct route and take the posts assigned

them by the adjutant. The noncommissioned officers will execute ORDER ARMS and ABOUT FACE on the command of the guide. If the guard is not divided into platoons, the junior officer of the guard (if present) takes post abreast of the left flank man of the rear rank. The adjutant then directs the commander of the guard, "Inspect your guard, Sir." The adjutant then executes RETURN SABER. The officer commanding the guard faces about, commands: PREPARE FOR INSPECTION, returns saber, and proceeds to inspect the guard. The commander of the guard may direct the junior officer of the guard to assist in the inspection.

(5) During the inspection the band plays. The adjutant observes the general condition of the guard and causes to fall out and return to quarters any man who does not present a creditable appearance. He selects the necessary orderlies and color sentinels. Substitutes for the men fallen out report to the commander of the guard at the guard-house. If there is no officer of the guard, the adjutant inspects the guard. A noncommissioned officer commanding the guard takes post as prescribed for an officer after he has been so designated by the adjutant.

d. (1) The inspection ended, the adjutant places himself 36 paces in front of and facing the center of the guard and draws saber. The new officer of the day takes post in front of and facing the center of the guard about 36 paces in rear of the adjutant. The old officer of the day takes post 3 paces to the right and 1 pace in rear of the new officer of the day. The officers of the day without drawing saber remain at attention. The commander of the guard takes his post in front of the guard. If he is an officer, he draws saber with the adjutant and executes ORDER SABER.

(2) The adjutant then commands: 1. PARADE, 2. REST, 3. SOUND OFF, and executes PARADE REST.

(3) At the command SOUND OFF, the band plays in place the *Sound off* of three chords, giving two beats in quick time to each chord, and at the conclusion of the third chord moves forward playing in quick time, passes to the left of the line between the officers of the guard and the adjutant and back to its post on the right where it halts and ceases to play, the *Sound off* again being played.

(4) The adjutant then comes to attention, executes CARRY SABER and commands: 1. GUARD, 2. ATTENTION, 3. CLOSE RANKS, 4. MARCH.

(5) The ranks are closed without command from the platoon leaders.

(6) The adjutant then commands: 1. PRESENT, 2. ARMS, faces toward the new officer of the day, salutes, and reports, "Sir, the guard is formed." The new officer of the day returns the salute with the hand and directs the adjutant, "March the guard in review, Sir," or "March the guard to its post, Sir."

(7) The adjutant executes CARRY SABER, faces about, and brings the guard to the order. When directed to march the guard to its post, the adjutant repeats the command and the commander of the guard marches the guard directly to the guardhouse in the most practicable manner. The band and field music are dismissed. Otherwise the adjutant commands: 1. PASS IN REVIEW, 2. RIGHT, 3. FACE.

(8) At the command FACE, the guard executes the movement and the band turns to the right and places itself so that the rear rank of the band is approximately 24 paces in front of the leading platoon.

(9) The adjutant places himself 3 paces to the left of and on line with the commander of the guard. The sergeant major places himself 3 paces to the left of and on line with the rear file of left column of files.

(10) The adjutant then commands: 1. RIGHT SHOULDER, 2. ARMS, 3. FORWARD, 4. MARCH.

(11) The guard marches at quick time with the band playing past the officer of the day, saluting according to the principles of review. After the command MARCH has been given, the guide of the leading platoon will maintain the distance of 24 paces from the rear rank of the band. The adjutant and the commander of the guard salute together, leaders of platoons and drum major salute with their units, and the sergeant major salutes with the unit by which he is marching.

(12) The band having passed the officer of the day, turns to the left out of the column, places itself opposite and facing him at a distance of 18 paces from where the left flank of the guard passes, and continues to play until the guard leaves

the parade ground. The field music detaches itself from the band when the latter moves out of the column and, remaining in front of the guard, commences to play when the band ceases.

(13) Having passed 25 paces beyond the officer of the day, the adjutant halts. The sergeant major halts abreast of the adjutant and 1 pace to his left. The adjutant returns saber. The adjutant and the sergeant major then face toward each other, salute, and retire. The commander of the guard then marches the guard to its post.

(14) The officers of the day face each other and salute. The old officer of the day turns over the orders to the new officer of the day.

(15) While the band is sounding off and the guard is marching in review, the officers of the day stand at attention.

(16) The new officer of the day returns the salutes of the commander of the guard and the adjutant. He salutes only once as the adjutant and the commander of the guard salute together.

e. The new bugler of the guard forms and continues with the field music to the guardhouse. When the new guard is divided into reliefs, the new bugler relieves the old bugler and with him reports to the new officer of the day for inspection and instruction.

■ 3. INFORMAL GUARD MOUNTING.—a. Informal guard mounting is held on the parade ground of the organization from which the guard is detailed, or if the guard is detailed from more than one organization, at such place as the commanding officer may direct.

b. Prior to assembly, guard details are formed, inspected as prescribed in paragraph 2 a, and reported to the commander of the guard at the point designated for the assembly.

c. (1) The commander of the guard causes the guard to form as one platoon irrespective of size as prescribed in paragraph 2 a. He takes post 6 paces in front of the center of the guard and faces to the front. The officer of the day takes his place 18 paces in front of and facing the center of the guard, draws saber, and commands: 1. OFFICER AND NON-COMMISSIONED OFFICERS, 2. FRONT AND CENTER, 3. MARCH. The officers and noncommissioned officers then take their

positions, are assigned and sent to their posts as prescribed in paragraph 2 c (3) and (4). The officer of the day directs, "prepare for inspection." The officer commanding the guard faces about and commands: 1. OPEN RANKS, 2. MARCH. He then proceeds to the right flank of the guard, verifies the alinement, commands: 1. READY, 2. FRONT, 3. PREPARE FOR INSPECTION, takes post 3 paces in front of the right guide facing to the front, and remains at CARRY SABER.

(2) The officer of the day then inspects the guard and selects the necessary orderlies and color sentinels. Any men who do not present a creditable appearance are caused to fall out, return to quarters, and are replaced. This fact is reported by the officer of the day to the adjutant after guard mounting.

(3) When the inspection is completed, the officer of the day resumes his position and directs the commander of the guard to march the guard to its post. Ranks are closed and the guard marched, without music, in the most practicable manner.

(4) The new bugler of the guard forms abreast of the left flank man of the front rank at the formation of the guard detail and reports to the new officer of the day with the old bugler after guard mount for instructions.

(5) When a noncommissioned officer commands the guard, the officer of the day gives the commands for opening and closing ranks and verifies the alinement.

(6) When the guard is commanded by a noncommissioned officer, he takes post as prescribed for an officer, except that in marching to the front and center, he takes post on the right of the line of noncommissioned officers in the most practicable manner. At the command of the officer of the day he returns to the post prescribed for the officer 3 paces in front of the right flank.

■ 4. To RELIEVE THE OLD GUARD.—*a. March of new guard to guardhouse.*—(1) As the new guard approaches the guardhouse, the old guard is formed in line with its field music 3 paces to its right and on the same line. When the field music at the head of the new guard arrives opposite the old guard's left flank, the commander of the new guard commands: 1. EYES, 2. RIGHT, and the commander of the

old guard commands: 1. PRESENT, 2. ARMS. Commanders of both guards exchange salutes. The new guard marches in quick time past the front of the old guard.

(2) When the commander of the new guard is opposite the field music of the old guard, he commands: 1. READY, 2. FRONT. The commander of the old guard commands: 1. ORDER, 2. ARMS, as soon as the new guard has cleared the front of the old guard.

(3) The field music having marched 3 paces beyond the field music of the old guard, changes direction to the right and followed by the guard, changes direction to the left when on line with the old guard. The changes of direction are without command. The commander of the new guard halts on the line established by the old guard, allows his guard to march past him, halts it 3 paces to the right of the field music of the old guard, forms line, and dresses his guard to the left. The field music of the new guard halts 3 paces to the right of the new guard on the line of its front rank.

b. Presenting old and new guards.—(1) After the new guard is dressed, the commander of each guard, in front of and facing its center, commands: 1. PRESENT, 2. ARMS, resumes his front, salutes the other guard, carries saber, faces toward his guard and commands: 1. ORDER, 2. ARMS.

(2) If the guard is commanded by a noncommissioned officer, he takes post and executes the facings as prescribed for an officer and renders the proper salute.

c. Presenting guard to officers of the day.—After the new guard has arrived at its post and the commanders of the guards have exchanged salutes, each guard is presented by its commander to its officer of the day. If there is but one officer of the day present, or if one officer acts in the capacity of the old and new officer of the day, each guard is presented to him by its commander.

d. Dispositions of new guard.—(1) After the salutes have been acknowledged by the officers of the day, each guard is brought to the order by its commander. The commander of the new guard then causes bayonets to be fixed, if so ordered by the commanding officer. Bayonets are not thereafter unfixed during the tour, except in route marches, while the

guard is actually marching or when especially directed by the commanding officer.

(2) The commander of the new guard then causes to fall out members of the guard for detached posts, places them under charge of the proper noncommissioned officer, and divides the guard into three reliefs. When the guard consists of troops of different arms combined, the men are assigned to reliefs, under rules prescribed by the commanding officer, so that a fair division of duty may be assured.

e. *Relief by new guard.*—The sentinels and detachments of the old guard are at once relieved by members of the new guard. The two guards stand at ease or at rest while these changes are being made. The commander of the old guard transmits to the commander of the new guard all his orders, instructions, and information concerning the guard and its duties. The commander of the new guard then takes possession of the guardhouse and verifies the articles charged to the guard.

f. *Dismissing old guard.*—If considerable time is required to bring in that portion of the old guard still on post, the commanding officer may direct that, as soon as the orders and property are turned over to the new guard, the portion of the old guard at the guardhouse be marched off and dismissed. In such cases the remaining detachment or detachments of the old guard are inspected by the commander of the new guard when they reach the guardhouse. The latter directs the senior noncommissioned officer present to march these detachments off and dismiss them in the prescribed manner.

g. *Salutes by guard.*—(1) If persons entitled to a salute approach while the old and new guard are in formation, each commander of the guard brings his own guard to attention if not already at attention and commands: 1. OLD OR NEW GUARD, 2. PRESENT, 3. ARMS.

(2) After the salute has been acknowledged, each guard is brought to the ORDER ARMS.

APPENDIX II

MOUNTED GUARD MOUNTING

■ 1. FORMATION AND INSPECTION OF NEW GUARD.—*a.* At the assembly for guard mounting, each first sergeant, dismounted, forms those men of his organization who are designated for guard (except the supernumeraries) in line at STAND TO HORSE in front of the organization stable or picket line. The noncommissioned officers detailed for guard fall in as file closers. Should the detail for guard from any organization not include a noncommissioned officer, one should be designated to march the detail to guard mounting.

b. The first sergeant verifies his detail, inspects the arms, dress, and general appearance of the men and replaces any man unfit for guard duty. He then turns the detail over to the senior noncommissioned officer detailed for guard, or to the noncommissioned officer designated to march the detail to guard mounting, and retires. The senior noncommissioned officer then mounts and causes the detail to mount.

c. The band, dismounted, accompanied by the field music, mounted, takes its place on the parade ground so that the left of its front rank will be 12 yards to the right of the rank of the guard when formed. At *Adjutant's Call*, the adjutant, mounted, takes post 20 yards in front of and facing the center of the guard when formed. The sergeant major, mounted, takes post 12 yards to the left of the front rank of the band and facing to the left.

d. At *Adjutant's Call*, the band begins to play in appropriate time and the details are marched to the parade ground by their senior noncommissioned officers. The detail designated to take its place on the right of the guard is marched to the line so that, upon halting, the head of the horse of the man on the right will be on line with and near the sergeant major's horse. The noncommissioned officer, having halted his detail, turns to the left, advances the necessary distance, and turns to the LEFT ABOUT so as to place himself facing the sergeant major at a distance from him a little greater than the front of his detail, and commands: 1. RIGHT, 2.

DRESS. The detail dresses toward the right. Any noncommissioned officers of the detail in the line of file closers rein back so as to be 6 yards in rear of the rank. The noncommissioned officer in command of the detail then commands: FRONT, salutes, and reports, "The detail is correct," or "____ sergeants, corporals, or privates absent." The sergeant major returns the salute. The noncommissioned officer in charge of the detail passes by the right flank of the guard and takes post on the line of noncommissioned officers in rear of the right soldier of his detail, or if he has not been detailed for guard, passes between the right flank of the guard and the left flank of the band and retires.

e. The other details are halted on the line in a similar manner on the left of the preceding one, and the privates, noncommissioned officers, and commander of each detail dress on those of the preceding details in the same rank or line. The details from the different organizations alternate from day to day in taking the right of the line. Should there be only one organization detailed for guard (in whole or in part), it is formed and marched to the line as prescribed for the first detail.

f. When the commander of the last detail has reported to the sergeant major, the latter causes the guard to count fours. He then passes completely around the guard. While doing so, if there are more than six fours, he divides the guard into two or more platoons and designates a center guide or guides. Returning to the right of the rank, he commands: 1. RIGHT, 2. DRESS, verifies the alinement of the rank and the line of noncommissioned officers, turns to the left and commands: FRONT. He then moves to a point midway between the adjutant and the center of the guard, halts facing the adjutant, salutes, and reports, "Sir, the details are correct," or "Sir, — sergeants, corporals, or privates absent."

g. The adjutant returns the salute, directs the sergeant major, "Take your post," and then draws saber. The sergeant major turns to the LEFT ABOUT and takes post 3 yards to the left of and on line with the rank. When the sergeant major has reported to the adjutant, the officer of the guard, mounted, takes post facing to the front 12 yards in front of the center of the guard and draws saber.

The adjutant then directs the officer of the guard, "Inspect your guard, Sir," at which the officer of the guard turns about, commands: 1. PREPARE FOR INSPECTION, 2. MARCH. The inspection is conducted in a similar manner to that prescribed in Cavalry Field Manual, volume I.

h. The adjutant, when the officer of the guard begins his inspection, returns saber, observes the general condition of the guard, and falls out any man who is unfit for guard duty or who does not present a creditable appearance. Supernumeraries required for duty report to the commander of the guard at the guardhouse. The adjutant when so directed selects orderlies and color or standard sentinels and notifies the commander of the guard of his selection. He may require any member of the guard to move out of the rank and to dismount for a more minute inspection. If there has been a division of the guard into platoons, he notifies the necessary noncommissioned officers to act as platoon leaders.

i. If there is a junior officer of the guard, he takes post, mounted, at the same time as the senior officer of the guard, facing to the front 3 yards in front of the center of the guard. The junior officer of the guard may be directed by the commander of the guard to assist in inspecting the guard.

j. If there is no officer of the guard, the adjutant inspects the guard and during the inspection notifies the senior noncommissioned officer to command the guard and, if the guard has been divided into platoons, he designates the next two senior noncommissioned officers to act as platoon leaders. A noncommissioned officer commanding the guard takes the post of the officer of the guard.

k. The inspection ended, the adjutant places himself about 30 yards in front of and facing the center of the guard, draws saber, and commands: POSTS. The commander of the guard, if the guard has not been divided into platoons, takes post 6 yards in front of the center of the guard facing to the front and draws saber if so armed. If the guard has been divided into platoons, the commander of the guard takes post 12 yards in front of the center of the guard. The platoon leaders take posts 3 yards in front of the center

guides of their platoons, facing to the front, and draw saber if so armed. The file closers resume their places 3 yards in rear of the rank. The new officer of the day, mounted, takes post in front of and facing the guard about 30 yards from the adjutant. The old officer of the day, mounted, takes post 3 yards to the right of and 1 yard less advanced than the new officer of the day.

l. The adjutant commands: **SOUND OFF.**

(1) The band (less buglers) then plays, passing in front of the commander of the guard to a point clear of the left of the line; here the band executes **RIGHT TURN** and halts, facing to the front, and ceases playing. The band remains in this position until the completion of the ceremony.

(2) The buglers during this phase take the position formerly occupied by the band indicated in *c* above. The adjutant then faces toward the officer of the day, salutes, and reports, "Sir, the guard is formed." The new officer of the day salutes with the hand and directs the adjutant, "March the guard in review, Sir."

m. The adjutant turns about and gives the proper commands to pass the guard in review. At the adjutant's command **MARCH**, the band plays appropriate music. The buglers turn to the right so as to place themselves directly in front of the center of the guard when the latter is faced in the new direction. The buglers then, without halting, pass in review. The guard, or if the guard has been divided into platoons, each platoon moves out at the command **MARCH** given by its own commander and passes in review.

n. If the guard has not been divided into platoons, the adjutant's command to pass in review is: 1. **PASS IN REVIEW**, 2. **RIGHT TURN**, 3. **MARCH**. At the proper time for the commander of the guard to follow the buglers at 12 yards' distance, he commands: 1. **RIGHT TURN**, 2. **MARCH**, and takes post 6 yards in front of the center of the guard. The guard executes **RIGHT TURN** and passes in review, the adjutant placing himself abreast of the rank and the sergeant major placing himself abreast of the line of file closers, each 6 yards from the left flank.

o. If the guard has been divided into platoons, the adjutant's command to pass the guard in review is: 1. **PASS IN**

REVIEW, 2. COLUMN OF PLATOONS, ON FIRST PLATOON, 3. MARCH. At the proper time for the commander of the guard to follow the buglers at 12 yards' distance, he commands: **1. COLUMN OF PLATOONS, ON FIRST PLATOON, 2. MARCH.** The leader of the first platoon immediately commands: **1. RIGHT TURN, 2. MARCH;** the leader of the second and succeeding platoons commands: **1. RIGHT TURN, 2. MARCH,** at the proper time to follow the preceding platoon at not less than 15 yards' distance. The platoons execute **RIGHT TURN** successively and pass in review, the adjutant placing himself abreast of the rank of the first platoon and the sergeant major placing himself abreast of the rank of the second platoon, each 6 yards from the left flank. The commander of the guard takes post 6 yards in front of the leader of the first platoon.

p. The buglers and the guard pass in review at the walk. The commander of the guard, the platoon leaders, the adjutant, and the sergeant major salute the new officer of the day, who returns only the salute of the commander of the guard and of the adjutant, making one salute with the hand. When 6 yards from the new officer of the day, the platoons execute **EYES RIGHT** at the command of their leaders. At 6 paces beyond the new officer of the day, the command **FRONT** is given. If the guard is not divided into platoons, the necessary commands are given by the commander of the guard.

q. The band continues to play until the guard leaves the parade ground. The buglers from their position in front of the guard commence the play when the band ceases.

r. When the guard has passed 12 yards beyond the officers of the day, the adjutant halts. The sergeant major halts abreast of the adjutant and 1 yard to his left. The adjutant then returns saber, both face each other, salute, and retire.

s. The officers of the day turn toward each other, salute, and proceed to the place where the old guard is to be relieved. The commander of the guard, without halting, causes the guard to break into **COLUMN OF FOURS** and marches it to the relief of the old guard.

t. The march in review may be omitted. In this case, the new officer of the day directs the adjutant, "March the guard to its post, Sir." The adjutant then faces the guard and commands: **1. GUARD TO ITS POST, 2. FOURS RIGHT (LEFT),**

3. MARCH, or if appropriate, 3. TROT, 4. MARCH. At the command MARCH the field music executes RIGHT TURN and marches off, followed by the guard in column of fours, the commander of the guard following the buglers at 12 yards' distance. The adjutant returns saber and he and the sergeant major salute and retire. The officers of the day turn toward each other, salute, and proceed to the place where the old guard is to be relieved. The band retires.

■ 2. RELIEF OF OLD GUARD.—*a.* As the new guard approaches the guardhouse, the old guard is formed in line, its buglers 3 yards on its right. When the buglers at the head of the new guard arrive opposite the left of the old guard, both commanders salute. The buglers and new guard continue marching without changing direction until the rear of the column has passed about 10 yards beyond the buglers of the old guard, when the commander of the new guard commands: 1. FOUPS RIGHT, 2. MARCH.

b. The buglers and new guard are marched slightly to the rear of the line of the old guard, when the commander of the new guard commands: 1. FOUPS RIGHT ABOUT, 2. MARCH; and 1. GUARD, 2. HALT, 3. LEFT DRESS. Facing to the front he then alines his guard so as to be on line with the old guard and commands: FRONT. The buglers of the new guard are 3 yards to the right of the rank.

c. The new guard being dressed, the commander of each guard salutes the other. Each commander then resumes THE CARRY and faces his guard.

d. The commander of each guard then faces about and salutes his officer of the day. If there is but one officer of the day present, or if one officer acts in the capacity of both old and new officer of the day, he receives the salutes, in turn, of the commanders of the new and old guards.

e. The commander of the new guard then directs the orderly or orderlies to fall out and report to the proper person. He falls out those members of the guard who may be necessary for detached posts and places them under charge of the proper noncommissioned officer. He then divides the guard into three reliefs, first, second, and third, from right to left, and directs a list of the guard to be made by reliefs.

f. The sentinels and detachments of the old guard are at once relieved by members of the new guard, the two guards standing at ease and dismounted while the changes are being made. The commander of the old guard transmits to the commander of the new guard all his orders, instructions, and information concerning the guard and its duties. The commander of the new guard then has his own guard fall out, takes possession of the guardhouse, and verifies the prisoners and the property in charge of the guard.

g. If considerable time is required to bring in that portion of the old guard still on post, the commanding officer may direct that as soon as the orders and property are turned over to the new guard, that portion of the old guard at the guardhouse may be marched off and dismissed. In such cases the remaining detachments of the old guard are inspected by the commander of the new guard when they reach the guardhouse. He then directs the senior noncommissioned officer present to march these detachments off and to dismiss them in the prescribed manner.

APPENDIX III

FIXED POST SYSTEM

NOTE.—The employment of the fixed post system of sentinels is optional with commanding officers.

■ 1. DUTIES OF PERSONNEL.—The duties of all personnel concerned with the execution of a fixed post system of interior guard duty are as prescribed in section II, chapter 2, except that in addition they will perform the following:

a. *Officer of the day*.—The officers of the day will report to the commanding officer or his representative immediately after guard mounting.

b. *Commander of the guard*.—When both guards are at the guardhouse, the commander of the guard senior in rank is responsible that the proper action is taken in case of emergency. He will see that all sentinels are relieved every 2 hours.

c. *Corporal of the guard*.—When the corporal while posting his relief is challenged by a sentinel, the corporal commands:

1. RELIEF, 2. HALT. To the sentinel's challenge he answers, "Relief." At the order of the sentinel, he advances alone to be recognized. When the sentinel says, "Advance relief," the corporal commands: 1. FORWARD, 2. MARCH.

■ 2. TO POST RELIEFS.—a. (1) When directed by the commander of the guard, the corporal of the first relief forms his relief. The men place themselves according to the numbers of their respective posts, as *two, four, six*, and so on, in front rank, and *one, three, five*, and so on, in rear rank. At the command CALL OFF, the men call off numerically alternating rear and front rank, *one, two, three, four*, and so on. If in single rank, they call off from right to left. The corporal then commands: 1. RIGHT, 2. FACE, 3. FORWARD, 4. MARCH. The corporal marches on the left and near the rear file in order to observe the march. The corporal of the old guard marches on the right of the leading file and takes command when the last one of the old sentinels is relieved, changing places with the corporal of the new guard.

(2) When the relief arrives at 6 paces from a sentinel, the corporal halts it and commands, according to the number of

the post: NO. —. The new sentinel approaches the old, halting about 1 pace from him. Both sentinels execute PORT ARMS unless armed only with the pistol. In the latter case, during the time for challenging, they execute RAISE PISTOL, and at other times leave pistols in holsters and stand at attention.

(3) The corporals advance and place themselves facing each other a little in advance of the new sentinel, the old corporal on his right, the new on his left, and remain at right shoulder arms. They see that the old sentinel transmits correctly his instructions.

(4) The instructions relative to the post having been transmitted, the new corporal commands: POST. Both sentinels then resume right shoulder arms, face toward the new corporal, and step back to allow the relief to pass in front of them. The new corporal then commands: 1. FORWARD, 2. MARCH. The old sentinel takes his place in the rear of the relief as it passes him, his piece in the same position as those of the relief. The new sentinel stands fast (at right shoulder arms) until the relief has passed 6 paces beyond him, when he walks his post. The corporals take their places as the relief passes them. On the return of the old relief, the corporal of the new guard falls out when the relief halts. The corporal of the old guard forms his relief on the left of the old guard if it has been held at the guardhouse, salutes, and reports to the commander, "Sir, the relief is present," or "Sir, (so-and-so) absent," and takes his place in the guard. In case the old guard was not held at the guardhouse, the corporal marches his relief to the quarters of the members thereof and reports their presence to the noncommissioned officer in charge of such quarters.

b. (1) To post a relief other than that which is posted when the old guard is relieved, its corporal commands: 1. SUCH RELIEF, 2. FALL IN. If arms are stacked, they are taken at the proper commands.

(2) The corporal standing 2 paces in front of the center of his relief, then commands: CALL OFF. The men call off as prescribed. The corporal then commands: 1. INSPECTION, 2. ARMS (PISTOLS); (if arms are to be loaded, the proper commands are here given), 3. ORDER, 4. ARMS (3. RETURN, 4. PISTOLS). The corporal then reports to the commander

of the guard that his relief is all present and ready to be posted, or that (so-and-so) is absent.

(3) When the commander of the guard directs the corporal "Post your relief," the corporal salutes and posts his relief as prescribed in *a* above.

(4) The corporal of the relief on post does not go with the new relief except when necessary to show the way.

c. If sentinels are numerous, reliefs may by authority of the commanding officer be posted in detachments. Sergeants as well as corporals may be required to relieve and post them.

d. Mounted sentinels are posted and relieved in accordance with the same principles.

■ 3. To DISMISS RELIEFS.—*a.* To dismiss the old relief, it is halted and faced to the front at the guardhouse by the corporal of the new relief who then falls out. The corporal of the old relief then steps in front of the relief and dismisses it by the proper commands.

b. If arms were loaded before the relief was posted, the corporal will see that no cartridges are left in the chambers or magazines before dismissing the relief. The same rule applies to sentinels over prisoners.

APPENDIX IV

DETAILS AND ROSTERS

- 1. DETAIL OF PERSONNEL.—The personnel required for the fixed posts of the main guard will be detailed daily.
- 2. DETAIL OF OFFICERS.—There will be an officer of the day and an officer of the guard detailed with each main guard unless in the opinion of the commanding officer the guard is so small that an officer of the guard is considered unnecessary.
- 3. ROSTERS.—
 - a. A roster is a list of individuals or organizations on which is recorded the performance of a specific duty so that those next available may readily be determined.
 - b. Approximate methods of distributing guard duty among members of the command will serve for short periods of time or where detail for guard duty is not heavy.
 - c. For an accurate and equitable distribution of guard duty, rosters should be kept.
 - d. AR 345-25 explains the rosters for details of individuals.
 - e. When a single organization furnishes the guard, a roster of organizations will be kept. When details for guard are made from a single organization, no account will be taken of a very small disproportion in the strength of the companies. When the disproportion is considerable, a roster will be kept as follows: The proportion of privates each company would be required to furnish will be determined as in *f* below. In the credit column, charge each company except the one furnishing the guard with its proportion, that is, with the number of men it was due to furnish, but did not furnish. Enter this number or proportion with a minus sign. Then credit the company furnishing the guard with the number of men furnished less the number it was due to furnish. The difference is the number of men it furnished in excess and is entered in the credit column with a plus sign. Whether the same or different companies furnish the guard on consecutive days, the debits and credits will be determined for each day and added algebraically to the credit or debit brought forward from the preceding day. The result will then be entered in the credit column for the day. When a new company

is to relieve the one furnishing the guard, that one will ordinarily be detailed which has the largest minus number in the credit column. The table below indicates the form of the roster. The order in which companies are shown in this table as furnishing the guard has no special significance, as many reasons may enter into the determination of this matter.

ROSTER I.—*Privates*

| Guard furnished | | | A Company | | | B Company | | | C Company | | |
|-----------------|---------|--------------------|-----------|------------|---------|-----------|------------|---------|-----------|------------|---------|
| | Company | Number of privates | Strength | Proportion | Credits | Strength | Proportion | Credits | Strength | Proportion | Credits |
| Jan. 1 | A | 13 | 47 | 3.39 | +9.61 | 29 | 2.09 | -2.09 | 34 | 2.46 | -2.46 |
| Jan. 2 | A | 13 | 47 | 3.39 | +19.22 | 29 | 2.09 | -4.18 | 34 | 2.46 | -4.92 |
| Jan. 3 | E | 13 | 47 | 3.39 | +15.83 | 29 | 2.09 | -6.27 | 34 | 2.46 | -7.38 |
| Jan. 4 | E | 10 | 47 | 2.51 | +13.32 | 31 | 1.65 | -7.92 | 36 | 1.93 | -9.31 |
| Jan. 5 | D | 10 | 47 | 2.51 | +10.81 | 31 | 1.65 | -9.57 | 36 | 1.93 | -11.24 |
| Jan. 6 | C | 10 | 47 | 2.51 | +8.30 | 31 | 1.65 | -11.22 | 36 | 1.93 | -3.17 |
| Jan. 7 | B | 10 | 47 | 2.51 | +5.79 | 31 | 1.65 | -2.87 | 36 | 1.93 | -5.10 |
| Jan. 8 | D | 10 | 47 | 2.51 | +3.28 | 31 | 1.65 | -4.52 | 36 | 1.93 | -7.03 |
| Jan. 9 | C | 10 | 47 | 2.51 | +.77 | 31 | 1.65 | -6.17 | 36 | 1.93 | +1.04 |
| Jan. 10 | B | 10 | 47 | 2.51 | -1.74 | 31 | 1.65 | +2.18 | 36 | 1.93 | -.89 |
| Jan. 11 | A | 10 | 47 | 2.51 | +5.75 | 31 | 1.65 | +.53 | 36 | 1.93 | -2.82 |
| Jan. 12 | A | 10 | 47 | 2.51 | +13.24 | 31 | 1.65 | -1.12 | 36 | 1.93 | -4.75 |
| Jan. 13 | D | 10 | 47 | 2.51 | +10.73 | 31 | 1.65 | -2.77 | 36 | 1.93 | -6.68 |
| Jan. 14 | C | 10 | 47 | 2.51 | +8.22 | 31 | 1.65 | -4.42 | 36 | 1.93 | +1.39 |
| Jan. 15 | E | 10 | 47 | 2.51 | +5.71 | 31 | 1.65 | -6.07 | 36 | 1.93 | +3.32 |

| Guard furnished | | | D Company | | | E Company | | |
|-----------------|----------|------------|-----------|----------|------------|-----------|--|--|
| | Strength | Proportion | Credits | Strength | Proportion | Credits | | |
| Jan. 1 | 34 | 2.46 | -2.46 | 36 | 2.60 | -2.60 | | |
| Jan. 2 | 34 | 2.46 | -4.92 | 36 | 2.60 | -.5.20 | | |
| Jan. 3 | 34 | 2.46 | -7.38 | 36 | 2.60 | +.5.20 | | |
| Jan. 4 | 37 | 1.98 | -9.36 | 36 | 1.93 | +13.27 | | |
| Jan. 5 | 37 | 1.98 | -1.34 | 36 | 1.93 | +11.34 | | |
| Jan. 6 | 37 | 1.98 | -3.32 | 36 | 1.93 | +.9.41 | | |
| Jan. 7 | 37 | 1.98 | -5.30 | 36 | 1.93 | +7.48 | | |
| Jan. 8 | 37 | 1.98 | +2.72 | 36 | 1.93 | +5.55 | | |
| Jan. 9 | 37 | 1.98 | +.74 | 36 | 1.93 | +.3.62 | | |
| Jan. 10 | 37 | 1.98 | -1.24 | 36 | 1.93 | +1.69 | | |
| Jan. 11 | 37 | 1.98 | -3.22 | 36 | 1.93 | -.24 | | |
| Jan. 12 | 37 | 1.98 | -5.20 | 36 | 1.93 | -2.17 | | |
| Jan. 13 | 37 | 1.98 | +2.82 | 36 | 1.93 | -4.10 | | |
| Jan. 14 | 37 | 1.98 | +.84 | 36 | 1.93 | -6.03 | | |
| Jan. 15 | 37 | 1.98 | -1.14 | 36 | 1.93 | +2.04 | | |

f. When the guard is detailed from several organizations, rosters will be kept as follows:

(1) By the adjutant: of officers of the day and guard by name.

(2) By the sergeant major: of sergeants, corporals, buglers, and privates by number or organization, and of special duty men by name.

(3) By first sergeants: of sergeants, corporals, buglers, and privates by name.

g. (1) The details due from several companies will be determined as follows: Take the number of privates for duty in each company from its morning report for the day next preceding that on which the tour of duty is to commence, deducting details for detached service of over 24 hours, made after the morning report has been received. The total is the number of privates available. The total strength of the command is to the strength of a company as the total detail is to the detail from the company. Multiply the total detail by the strength of the company and divide the result by the total strength of the command. Carry out to two decimal places disregarding all smaller fractions. This rule is applied for each company. The whole numbers in the results thus obtained are added together and if the total is less than the total detail required, add one to the whole number in the result that has the largest fraction, and so on for each company until the required total is obtained. Thus there will be a difference between the exact proportion and the number detailed from each company. This difference is entered in the credit column and the next day is carried forward and added or subtracted from the first proportion.

(2) The number of sergeants, corporals, and buglers is determined in like manner. A convenient form for the roster is shown in Roster II.

(3) When organizations furnish their own stable or park guards, credit will be given each for the number of enlisted men so furnished as though they had been detailed for main guard.

(4) Special guards, except stable or park guards, will be credited as the commanding officer may direct.

INTERIOR GUARD DUTY

3

First Day

| Company | Strength | Privates for guard required, including 3 for stable guard | Total strength | Proportion | Detail | Credits |
|---------|-----------|---|----------------|--------------------|----------|---------|
| A | 25 | X | 14 | $\div 160 = -2.18$ | + | - .18 |
| B | 24 | | 14 | $\div 160 = -2.10$ | + | - .10 |
| C | 30 | X X X | 14 | $\div 160 = -2.32$ | + | + .38 |
| D | 22 | X X X | 14 | $\div 160 = +1.92$ | + | + .08 |
| E | 22 | X X X | 14 | $\div 160 = +1.92$ | + | + .08 |
| F (Cav) | 37 | X | 14 | $\div 160 = -3.23$ | + 1 3 | - .23 |
| | <hr/> 160 | | | <hr/> 11 | <hr/> 14 | |

* Troop F furnishes three stable guards and no other guard.

NOTE.—The proportion due from a company is always given a minus sign and the detail furnished given a plus sign.

Second Day

| Company | Strength | Privates for guard required, including 3 for stable guard | Total strength | First proportion | Credits brought forward | Final proportion | Detail | Credits |
|---------|-----------|---|----------------|--------------------|-------------------------|------------------|--------|---------|
| A | 27 | X | 14 | $+160 = -2.36$ | -.18 | -2.54 | + | .54 |
| B | 23 | X X | 14 | $\div 160 = -2.01$ | -.10 | -2.11 | + | .11 |
| C | 28 | X X X | 14 | $\div 160 = -2.45$ | +.38 | -2.07 | + | -.07 |
| D | 23 | X X X | 14 | $+160 = -2.01$ | +.08 | -1.93 | + | .07 |
| E | 21 | X X X | 14 | $\div 160 = -1.83$ | +.08 | -1.75 | + | .25 |
| F (Cav) | 38 | X X | 14 | $\div 160 = -3.32$ | -.23 | -3.55 | + 1 4 | + .45 |
| | <hr/> 160 | | | | <hr/> 11 | <hr/> 14 | | |

* Troop F furnishes three stable guards and one main guard.

ROSTER II.—*Privates, enlisted strength of guard, 14*

| | Guard required | | |
|-------------------|----------------|---------------|---------------|
| | Jan. 1, 14 | Jan. 2, 14 | Jan. 3, 14 |
| A Company: | | | |
| Strength | 25 | 27 | 27 |
| First proportion | -2.18 | -2.38 | -2.36 |
| Final proportion | | -2.54 | -2.90 |
| Detail | +2 | +2 | +3 |
| Credits | -0.18 | -0.54 | +0.10 |
| B Company: | | | |
| Strength | 24 | 23 | 23 |
| First proportion | -2.10 | -2.01 | -2.01 |
| Final proportion | | -2.11 | -2.12 |
| Detail | +2 | +2 | +2 |
| Credits | -0.10 | -0.11 | -0.12 |
| C Company: | | | |
| Strength | 30 | 28 | 28 |
| First proportion | -2.62 | -2.45 | -2.45 |
| Final proportion | | -2.07 | -2.52 |
| Detail | +3 | +2 | +3 |
| Credits | +0.38 | -0.07 | +0.48 |
| D Company: | | | |
| Strength | 22 | 23 | 23 |
| First proportion | -1.92 | -2.01 | -2.01 |
| Final proportion | | -1.93 | -1.94 |
| Detail | +2 | +2 | +2 |
| Credits | +0.08 | +0.07 | +0.08 |
| E Company: | | | |
| Strength | 22 | 21 | 21 |
| First proportion | -1.92 | -1.83 | -1.83 |
| Final proportion | | -1.75 | -1.58 |
| Detail | +2 | +2 | +1 |
| Credits | +0.08 | +0.25 | -0.58 |
| F Troop: | | | |
| Strength | 37 | 38 | 38 |
| First proportion | -3.23 | -3.32 | -3.32 |
| Final proportion | | -3.55 | -2.87 |
| Detail | +3 | +4 | +3 |
| Credits | -0.23 | +0.45 | +0.13 |

INDEX

| | Paragraph | Page |
|---|------------|--------|
| Boat guards: | | |
| Duties | 41 | 25 |
| Posts | 40 | 25 |
| Buglers of the guard | 17 | 11 |
| Civilian watchmen | 46 | 29 |
| Classification of guards | 4 | 1 |
| Color sentinels | 19 | 12 |
| Commander of the guard | 14 | 6 |
| Extra orders to | 49 | 29 |
| Commanding officer, duties | 12 | 4 |
| Company park guards | 37 | 23 |
| Composition: | | |
| Of interior guard | 5 | 2 |
| Of main guard | 7 | 3 |
| Corporal of the guard, duties | 16 | 9 |
| Definitions | 2 | 1 |
| Details and rosters | App. IV | 50 |
| Duties of personnel, fixed post system | App. III | 47 |
| Equipment of the guard | 11 | 4 |
| Fixed post system | App. III | 47 |
| Flag, raising and lowering | 47 | 29 |
| Formal guard mounting | App. I | 30 |
| Formation and inspection of new guard | App. II | 40 |
| Formations: | | |
| Guard, when turned out | 21 | 12 |
| Prisoners, to turn out | 23 | 13 |
| Reliefs, to post | 24 | 13 |
| To form the guard | 22 | 12 |
| Under arms | 20 | 12 |
| General orders | 26 | 14 |
| General system of interior guard | 6 | 2 |
| Guard mounting, formal and informal | App. I | 30 |
| Guard, to form | 22 | 12 |
| Herd guard | 82 | 21 |
| Informal guard mounting | App. I | 36 |
| Interior guards, how provided | 3 | 1 |
| Main guard: | | |
| Composition | 7 | 3 |
| Equipment | 11 | 4 |
| Patrol element | 9 | 3 |
| Personnel, duties | 12-19 | 4-12 |
| Reserve strength | 10 | 4 |
| Strength | 8 | 3 |
| New guard, formation and inspection | App. II | 40 |
| Noncommissioned officer: | | |
| Of park guard | 38 | 23 |
| Of stable guard | 33 | 21 |
| Officer of the day, duties | 13 | 4 |
| Officers, detail | App. IV | 50 |
| Old guard, relief | App. I, II | 37, 45 |
| Orders: | | |
| Extra, to commander of the guard | 49 | 29 |
| For sentinels, classes | 25 | 14 |
| General | 26 | 14 |
| Regulations relating to | 27 | 14 |

INDEX

| | Paragraph | Page |
|--|--------------|--------|
| Park guards | 36-39 | 23-24 |
| Patrol element | 9 | 3 |
| Posts and duties: | | |
| Park guards | 26 | 23 |
| Stable guards | 30 | 20 |
| Prisoner guard, sentinels on | 45 | 27 |
| Prisoner guards, detail | 44 | 26 |
| Prisoners: | | |
| Confinement and release | 43 | 26 |
| Rules governing | 42 | 26 |
| To turn out | 23 | 13 |
| Privates of the guard | 18 | 11 |
| Purpose: | | |
| Of interior guards | 1 | 1 |
| Of special guards | 29 | 20 |
| Raising and lowering flag | 47 | 29 |
| Regulations relating to general orders | 27 | 14 |
| Relief of old guard | App. I, II | 37, 45 |
| Reliefs: | | |
| To dismiss | App. III | 49 |
| To post | 24, App. III | 13, 47 |
| Reserve element | 10 | 4 |
| Rosters | App. IV | 50 |
| Salutes | 48 | 29 |
| Saluting gun | 48 | 29 |
| Sentinels: | | |
| Of park guard | 39 | 24 |
| Of stable guard | 34 | 22 |
| On prisoner guard | 45 | 27 |
| Sergeant of the guard | 15 | 8 |
| Special guards: | | |
| Park: | | |
| Company | 37 | 23 |
| From the main guard | 35 | 23 |
| Noncommissioned officers | 38 | 23 |
| Posts and duties | 36 | 23 |
| Sentinels | 39 | 24 |
| Purpose | 29 | 20 |
| Stable: | | |
| Herd guard | 32 | 21 |
| Noncommissioned officer | 33 | 21 |
| Posts and duties | 30 | 20 |
| Sentinels | 34 | 22 |
| Troop | 31 | 21 |
| When detailed | 28 | 20 |
| Strength of main guard | 8 | 3 |
| To dismiss reliefs, fixed post system | App. III | 49 |
| To post reliefs, fixed post system | App. III | 47 |
| To relieve old guard | App. I | 37 |
| Train guards: | | |
| Duties | 41 | 25 |
| Posts | 40 | 25 |
| Watchmen, civilian | 46 | 29 |